PERSONALIZE AND PRINT INSTRUCTIONS

1

1. Open your template in Adobe Acrobat Reader.

Use Adobe Acrobat Reader only ! Other PDF readers are limited and may corrupt the files causing them to not work properly.

MAC users will need to open files in Adobe Reader and not in preview.

Please download and install the latest version of Adobe Reader on your computer. Download your file to your desktop or laptop computer (you cannot edit this party file on an iPad, iPhone, tablets or other handheld devices)

Download Adobe reader : https://get.adobe.com/reader/

All fonts are already embedded in the templates, you don't need to download or import any fonts.

2

2. Highlight the sample text (left-click and drag) and type your own details.

Click on the blue text box to activate the area. Delete the default texts and type your own information.

You will only be able to enter customized wording in the highlighted fields. You can't change the design, color or location of any of the graphics. Text boxes are locked in place and can't be moved.

3

3. Save your changes, click on File > Save as ... type a name for your file and choose a folder on your computer (TIP: save under a new name to keep the original file save)

4

4. Print your files.

Print from Adobe Acrobat Reader only.

For US Letter sized paper (8.5 x 11 inches) - Select "Actual Size" under the Page Handling & Size option

For A4 paper (for Australia, Europe, Asia customers) - Select A4 from the drop-down menu for "Size" under the "Paper" section. Then select "Fit to Page" under the Page Handling & Size option (the elements of the files will be printed slightly smaller than the original)

Select the best quality printing option from your Print Setup Dialog Box.

Make sure you select the correct type of paper in the Print Settings of the Print Dialog Box (e.g. don't select photo paper if you are printing on cardstock).

Please remember that the different print settings on your computer, the type of paper used and the quality of your printer can affect the quality and color of your printed product. Colors may vary between online viewing and your actual printed product. All computer monitors display color differently as well as all printers print differently. So please take this into consideration when viewing your design. It is normal to have slight variations in the color of your printed template from what you can see on your computer screen.

Tip : Print the doorhanger on cardstock instead of paper (for example on 100lb Cardstock (270 g/m2))

5

Cut out along the outline using scissors or craft knife.

Fold along the dotted lines where needed (the envelope and doorhanger pocket)
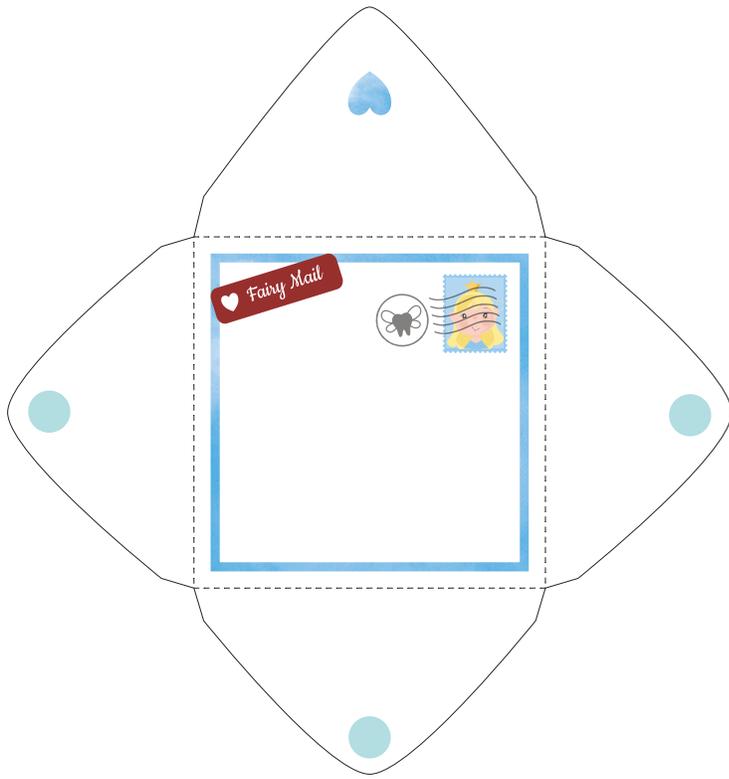
Glue or tape the 3 outer corners of the envelope (leave the top open)

Put glue or tape on the flaps of the doorhanger pocket and place it on the doorhanger to create a pocket for the receipt (see page 3 of this tutorial).

TOP

Fairy Mail

Cut

------- Fold

● Glue or Tape

▬ Glue or Tape

Assemble Instructions.
(These illustrations are just to show where to cut, fold and glue. Please use the individual pdf files to print and create the actual item)

Pocket

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